

OCC 85-0488

Office of Legislative Liaison
Routing Slip

TO:

	ACTION	INFO
1. D/OLL		X
3. DD/OLL		X
3. Admin Officer		
4. Liaison		
5. Legislation		
6.		
7.		X
8.		X
9.		X
10.		

SUSPENSE

Date

Action Officer:

Remarks:

15 Feb 85

ame/Date

25X1

Chrono

DDO

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Outstanding Memoranda Covering DO Briefings

FROM:

C/EPS
2D32 HQ

EXTENSION

NO.

OLL 85-0485

DATE

14 Feb 85

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

D/OLL

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FORM
1-79

610

USE PREVIOUS
EDITIONS

CONFIDENTIAL

GPO : 1983 O - 411-632

25X1

MEMORANDUM FOR: Director, Office of Legislative Liaison

FROM:

[redacted]
Chief, Evaluation and Plans Staff, DO

SUBJECT: Outstanding Memoranda Covering DO Briefings

REFERENCE: Outstanding Items with EPS

25X1

1. [redacted] of EPS has found the periodic notes of outstanding items with EPS, produced by OLL on a daily basis, to be useful in keeping track of the status of requirements levied on the Directorate of Operations. Occasionally, this list has been useful in surfacing items on which there was some discrepancy in deadlines or in locating a response which might have been hung-up in the coordination process. The result has been a positive impact on the timeliness of DO responses.

25X1

2. To follow up on this procedure, EPS, [redacted] is instituting a similar list, to be produced on a weekly basis, of those outstanding OLL Memoranda for the Record (MFRs) covering briefings provided by DO Officers for Congressional Oversight members or staffers. As you are aware, it is important for components in the DO to receive quick turn-around on such documents. These are critical records which influence budget and operational considerations and are important if we are to achieve consistency in what we are reporting in these briefings. I hope this procedure will aid in our joint responsibility for improving our relations with Congress.

[redacted]
25X1

25X1